

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
August 26, 2026

The Addison County Regional Planning Commission's Executive Board held its monthly meeting in person at ACRPC's office at 14 Seminary Street in Middlebury and via TEAMS with Chair, Shannon Haggett, presiding.

ROLL CALL

Cornwall Anna Burns

Ferrisburgh Tim Davis

Middlebury Melanie Sands

Monkton

New Haven

Vergennes Shannon Haggett

STAFF: Adam Lougee, Executive Director
Rebecca Elder, Finance and Operations Director

Shannon opened the meeting at 6:34 p.m. and welcomed the Executive Board, and Adam. Shannon noted the meeting is being recorded and is available to view at ACRPC's You Tube page, <http://www.youtube.com/@AddisonCountyRPC>.

MINUTES

Anna Burns moved to approve the July 25, 2026, minutes. Melanie Sands seconded the motion. Melanie then asked that the minutes be amended to reflect some additional comments she had made during the meeting about sharing committee meetings amongst committees and specifically assigning plan chapters to committees. Anna Accepted these amendments to the minutes as friendly amendments. The motion to approve the minutes, as amended, passed unanimously by voice vote/show of hands.

TREASURERS REPORT

Adam provided an update on the status of our financial operations. Adam shared the current bank balances, in very good shape and an accounts receivable page, showing significant and timely billing and payments through year end June 30, 2026. Invoicing is current. The draft Balance Sheet and P and L for fiscal year ending June 30, 2026 are ready in draft form and were shared with the Executive Board. The Balance Sheet and P and L for fiscal year end June 30, 2026 will be ready for the September Full Commission meeting. Rebecca will close out fiscal year 2026 so Vance can start his review on time in September 2026. The P and L for FY 2026 shows a loss of about \$57,000. While this may change a little bit, it is accurate

within a couple of thousand dollars. While the loss is disappointing, it reflects a number of extra expenses ACRPC undertook this year to make its books healthy. These include significant IT and software investments (\$12,000) Extra accounting help (\$20,000), Accruing sick time, which may or may not ever be used (\$21,000, the loss of EMPG funding (FEMA \$50,000) in September of 2026 and increased accounting and consultant help to complete the Regional Plan and catch the books up. The loss roughly equals the gain in the previous year. Given all the factors noted above, Shannon determined that he was satisfied with the explanation and praised Rebecca for her good work.

COMMITTEE REPORTS (only committees that have met since the Full Commission meeting)

Local Government: Last meeting Shannon noted that he plans to have the Local Government Committee more active this year promoting technical assistance and training for municipalities. Anna followed up on that idea and is particularly interested in having population and housing data pre-packaged for municipalities to understand what is happening with their demographics, what that means and why they should build more housing.

TAC: Shannon noted that the TAC met in August and reviewed applications from four communities within the Region for the TAC grants for transportation planning the commission offers each year. The TAC will make decisions at their September meeting.

Old Business

IT and Systems Changes: Shannon moved this forward in the agenda so Rebecca could report and leave the meeting. Rebecca worked her way through the memorandum which is attached to these minutes. It noted the major changes ACRPC had undertaken in the last year to improve its security and capabilities and noted new actions for FY2027. **See IT Memo.**

Regional Plan Update: We will vote on the Regional Plan at our next meeting on September 9th. and, assuming it passes, submit it to the LURB within 15 days after the Commission's September meeting.

Outreach and New Initiatives: Covered under Local Government Committee.

Other: None.

NEW BUSINESS

Committee Assignments: The Executive Board worked through requests and made Committee assignments trying to honor requests and build resilient committees. **See Committee Assignments Memo.**

Other: None.

MEMBERS' CONCERNS/INFORMATION

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

Shannon ordered the Executive Board adjourned by unanimous consent at 8:31p.m.

Respectfully submitted,

Adam Lougee